

**NUS- 5TH APMEC
24-27 JAN 2008**

**GRAND COPTHORNE
WATERFRONT HOTEL**

392 Havelock Road, Singapore 169663
Tel no.: (65) 6733 0880
Fax no.: (65) 6737 8880

To: Mr. Derek Chan/ Sales Manager
Direct Fax: (65) 6233 1072 Direct Tel: (65) 6233 1197
Direct email: derek.chan@grandcophorne.com.sg

Please return the reservation form via fax or e-mail directly to the hotel upon completion by **22ND December 2007**. Thereafter, rooms are subject to room availability at Hotel's best available rates.
***Kindly note that room reserved for the various room categories are based on first come first basis**

COMPLETE DETAILS IN FULL			
Title: Mr / Mrs / Ms / Dr (please circle the correct one)			
Guest Given/First name:		Guest Family/Last name:	
Check in:		Flight No. / ETA:	
Check out:		Flight No. / ETD:	
No of Rooms:		No of Guests:	
ROOM CATEGORY	ROOM RATE	ROOM CATEGORY	ROOM RATE
<input type="checkbox"/> Superior Room (Single/Double)	S\$225.00+++	<input type="checkbox"/> Superior Plus Room (Single/Double)	S\$255.00+++
If required, additional / breakfast can be arranged at S\$25.00+++ per person <input type="radio"/> Yes <input type="radio"/> No			
Contact Person:		Designation:	
Company Name			
Company Address:			
Contact Nos: (O) _____		(F) _____ E-mail: _____	
AIRPORT LIMOUSINE TRANSFER ARRANGEMENT	Yes	Yes	No
Transport (Mercedes E200) - S\$70.00 Nett per transfer ** Midnight surcharge of S\$10.00 applies for trips between 2300hrs to 0700hrs	<input type="checkbox"/> From Airport	<input type="checkbox"/> To Airport	<input type="checkbox"/> Not required
CREDIT CARD GUARANTEE	CARD TYPE: AMEX / MASTER CARD / VISA / DINERS / JCB		
Card No:	Expiry Date (mm-yy):		
Cardholder's name on credit card:	Cardholder's Signature:		

Note / Terms & Condition:

- Room rates quoted are subject to 10% service charge and prevailing government taxes including Goods & Services Tax (GST) and are non-commissionable to NATIONAL UNIVERSITY OF SINGAPORE or any other parties.
- All reservations must be guaranteed by credit card for the full duration of stay booked.
- Where cancellation is made less than 7 days to arrival, or when there is a No-Show, 100% of the total room charges will be levied as cancellation charges.
Where cancellation is made more than 7 days, 50% for the total room charges will be levied as cancellation charges.
- Check-in time is 1400hrs. Check in before 1400hrs is subject to room availability unless the room is pre-blocked one night in advance, for which the charges of an additional full day will be levied at the confirmed rate.
Check-out time is 1200hrs. All late check-out requests after 1200hrs are subject to availability. A 50% discount off the existing room rate will be levied for late check-out by 1800hrs and a full day charge will be levied after 1800hrs.
- The rates quoted are specially meant for this group only. It cannot be used as a future reference to other bookings.
- The rates are subject to increase should the arrival and departure dates change once the Agreement has been signed by both parties.

Please note that without receiving the room confirmation from the hotel, the above reservation will not be valid.

OFFICIAL USE ONLY:

<input type="checkbox"/> Reservation is CONFIRMED. Confirmation Number: _____	<input type="checkbox"/> Unable to confirmation reservation.
Attended by: _____	Date: _____